END OF SEMESTER CHECKLIST

Complete the following items as your semester comes to a close to ensure a successful end to your course(s):

Before the last day of class:

☐ Help students prepare for the final exam or project by giving clear expectations and emphasizing the connection with course outcomes.

☐ Remind students to complete course evaluations.

☐ Let students know how and when grades will be posted, and provide a way you can be reached if there are questions regarding final grades.

☐ Familiarize yourself with the rules on Incomplete and FN grades. For more information, review UMUC’s grading guidelines.

☐ If teaching a face to face course and exam copies are needed, request copies from Faculty Appointments and Services via e-mail. Find more information on copy services on our website.

After the last day of class:

Within 72 hours of the last day of class:

☐ Enter final grades via the Faculty Portal in MyUMUC (Faculty Portal → Self Service → Faculty Center → Classes → My Schedule. Select the grade roster icon next to your course listing).

After grades have been submitted:

☐ Review your student evaluations and identify ways to use the feedback to enhance the course next time.

☐ Review the teaching guide for the course and provide feedback to your academic director. For more information on making improvements to your courses, review the Expectations for Faculty Teaching at UMUC.

Between semesters, stay abreast of updates from your academic discipline and Faculty Appointments and Services regarding staffing for upcoming semesters, events, and course materials:

☐ Continue to access your faculty e-mail account through Google Mail.

☐ Ensure your mailing address, personal e-mail address, and phone numbers in MyUMUC are up to date (Faculty Portal → Self Service → My Info → Personal Information → Home and Mailing Address).

☐ Undergraduate Only: Periodically visit discipline-specific Faculty Exchange in Engage for updates on the availability of WebStaffer and other departmental updates. Contact your program chair with questions.

☐ Visit Faculty Development’s Engage Space for Professional Development and Training opportunities.